

AIRS Detailed Inspection Checklist

School:

Date(s) of Inspection:

Inspector(s):

Course(s):

Note: Checklist items in bold are taken verbatim from the AIRS Inspection Checklist for the Formal Schools.

1.	Has a Course Content Review Board (CCRB) been established? (ref. MCO 1553.2, par 4b2) Comments:	Yes	No
2.	Has CG, MCCDC provided the formal school with a current, approved Individual Training Standards (ITS) Order to be used for the development of POI's/CDD's for the Occupational Field? (ref. MCO 1510.XX) Comments:	Yes	No
3.	Is the school employing MCAIMS per the MCAIMS User's Guide? (ref. 1553.2 par 4b[6])	Yes	No

Comments:			
4.	<p>Does each course have Course Descriptive Data (CDD) which has either been submitted for approval or has been approved by the CG, Training Command? <i>(ref. MCO 1553.2 par 5b2)</i></p> <p>Comments:</p>	Yes	No
5.	<p>Does each CDD contain all the necessary components?</p> <p>(ref. MCO 1553.2) If the answer to question #3 is yes and the CDD is MCAIMS generated, this question is N/A.</p> <p>Comments:</p>	Yes	No
6.	<p>Does each course have a POI which has either been submitted for approval or has been approved by CG, Training Command?</p> <p>(ref. MCO 1553.2, par 5b[4])</p> <p>Comments:</p>	Yes	No
7.	<p>Does each POI contain all necessary components?</p> <p>(ref. MCO 1553.2 Encl [5]) If the answer to Question #3 is yes, this question is N/A. <i>Note: All MCCSSS POI's are MCAIMS generated.</i></p> <p>Comments:</p>	Yes	No
8.	Does each Master Lesson File (MLF) have at a minimum the following items developed per the		

SAT Guide Appendix F? (ref MCO 1553.2 Encl [2]) Used Random Sampling			
8a.	Learning Analysis Worksheet (LAW)? Comments:	Yes	No
8b.	Learning Objective Worksheet (LOW)? Comments:	Yes	No
8c.	Lesson Plan/Detailed Outline? Comments:	Yes	No
8d.	Student Outline? Comments:	Yes	No
8e.	Student Handouts? Comments:	Yes	No

8f.	Media Supporting Papers? Comments:	Yes	No
8g.	Test Material? Comments:	Yes	No
9.	Does the established Table of Organization (T/O) meet the requirements of the school's instructional strategy? (ref. Instructor Computation Worksheet [ICW]) Comments:	Yes	No
10.	Is the school staffed at least to 90% of authorized strength? (ref. MCO 1553.2; Encl [1] and [2]) Comments:	Yes	No
11.	Is the command using BNA to determine school seat availability and reporting dates? (ref. MCO 1553.7) Comments:	Yes	No
12.	Questions applicable to formal schools: (ref. MCO 1553.7)		

12a.	Are managers/technicians/clerks evaluated on how effectively they administer classes in BNA? Comments:	Yes	No
12b.	Are classes validated in BNA not more that 7 days after completion? Comments:	Yes	No
12c.	Do local class rosters match rosters in BNA? Comments:	Yes	No
12d.	Do local class schedules match schedules in BNA ? Comments:	Yes	No
13.	Do all formal courses taught at this location appear in BNA for the current FY? Comments:	Yes	No
14.	Is the school using the Scheduling Wizard correctly? (ref CG TECOM ltr 1500 C475 of 28 Mar 2002) Comments:	Yes	No
15.	Are procedures established by the Systems Approach to Training (SAT) User's Guide being followed? (ref MCO 1553.2)	Yes	No

Comments:		
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